



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ALLIED HEALTH SERVICES COORDINATOR</b>	<b>37</b>	<b>A</b>	<b>10.608</b>

Under general direction, Allied Health Services Coordinators plan, administer, and direct the operation of an allied health services program including supervision of a multi-disciplinary therapeutic team which may consist of physical, occupational, recreational, exercise, speech, industrial, and/or other therapies, psychologists, nurses and/or other health, social and rehabilitation professionals. The scope of services provided may include occupational health awareness and safety, rehabilitation and health maintenance, and/or education and training programs, and may be provided to inpatients, residential clients, outpatients and/or employers in the community.

Plan and organize health programs, activities and services; assess and evaluate existing programs, survey current patient/client needs, review staff talents and qualifications, and determine the most effective utilization of available resources; develop new services and programs as necessary to meet the needs of the patient/client population and accomplish established treatment goals.

Participate in policy making and public relations functions; attend meetings and serve on facility committees; assist with internal reviews of policies, procedures, and quality assurance/improvement activities; provide information to the community and conduct tours for interested groups; address civic and private organizations regarding the facility and its functions; and coordinate educational and professional activities.

Prepare reports for management including program development plans, assessments and evaluations of program outcomes, billing for services, and other reports and statistics requested by management; maintain section budget by reviewing, submitting, and recording expenditures in order to provide needed services, staff and supplies within fiscal limitations; develop and administer policies and procedures for health, safety and/or rehabilitative services.

Design overall health programming and activities; schedule staff time, service delivery and facilities; provide consultative and direct patient/client services within area of specialty including assessing patient's/client's level of functioning; develop treatment plans, provide treatment, and prepare written recommendations and documentation; participate in interdisciplinary team meetings to obtain and provide information concerning patients/clients treatment and progress and coordinate treatment efforts with other program areas.

Train, supervise and evaluate the performance of professional and support staff; delegate and assign work; observe work in progress and review written treatment reports to ensure services are provided in accordance with agency policies, regulatory guidelines and applicable accreditation standards.

May coordinate the use of or supervise volunteers and/or individuals in transitional employment programs within the therapeutic disciplines as assigned; develop policies pertaining to the use of volunteers; utilize community outreach efforts and internal referral sources to recruit interested individuals; interview and assess volunteers' skills; assign volunteers to treatment sections after providing training in treatment procedures and policies; and review the work of volunteers through staff feedback and direct observation.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Some positions require CPR certificate at the time of appointment and as a condition to continue employment.
- \* Some positions require current State licensure as a speech pathologist, occupational therapist, physical therapist, registered nurse, or certification as a Certified Therapeutic Recreation Specialist at the time of appointment and as a condition to continue employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in rehabilitation, speech pathology, occupational therapy, physical therapy, recreational therapy, nursing or a related field such as psychology, exercise physiology, physical education, sociology, health sciences, or special education, plus three years of professional experience providing therapeutic treatment and activities at a psychiatric hospital or clinic, rehabilitation facility, or community mental health center, two years of which must have included lead or supervisory responsibility for a program and/or subordinate staff; **OR** Bachelor's degree from an accredited college or university in a natural science, health science or related field and three years experience developing and implementing occupational safety and health programs including developing job, ergonomic, and safety hazard analysis and providing recommendations for hazard correction and safety training, two years of which must have included lead or supervisory responsibility for an occupational safety and health program and/or subordinate staff. (*See Special Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** professional therapeutic theory and practice in rehabilitation, speech pathology, occupational therapy, physical therapy, recreational therapy, safety, or related allied health field. **General knowledge of:** various psychological and physical disorders and appropriate treatment options; accreditation and regulatory standards applicable to mental health and/or rehabilitation facilities. **Ability to:** analyze and evaluate client medical records; make accurate and appropriate treatment decisions consistent with patient/client needs, agency policies, and available resources; recognize debilitating disorders and develop treatment plans; define treatment problems and develop alternatives; organize staff and resources including the delegation of assignments; assess needs and provide staff training; coordinate the efforts of subordinates with program needs; coordinate efforts of various functional areas for client care and services; research and develop new activities and/or programs to address patient and community needs; develop budgets and control expenditures; prepare narrative, statistical and financial reports; make oral presentations to groups regarding allied health services; promote a positive agency image to individuals and groups in the community and maintain positive working relationships with the public and professional staff in various disciplines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** principles and practices of supervision; State rules and regulations pertaining to mental hygiene, mental retardation, and/or rehabilitative services; psychological and physical disorders and appropriate treatment options; accreditation and regulatory standards applicable to the assignment. **Ability to:** supervise professional staff from a variety of allied health and/or safety disciplines; develop and implement policies and procedures for allied health services; collect and analyze statistical data; make judgments regarding program effectiveness and make recommendations for change; develop budget requests and justifications based on needs assessments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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